



**SOLICITATION NUMBER: 72044221R10005 (Phnom Penh-2021-042)**

**ISSUANCE DATE: August 2, 2021**

**CLOSING DATE/TIME: August 16, 2021  
11:59PM Cambodia Time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC- *Local Compensation Plan*)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

**Paul Martin**  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72044221R10005 (Phnom Penh-2021-042)**
- 2. ISSUANCE DATE: August 2, 2021**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 16, 2021 11:59PM Cambodia Time**
- 4. POINT OF CONTACT:**

For More Info: HR Section  
023-728-000  
[RecruitmentPHP@state.gov](mailto:RecruitmentPHP@state.gov)

- 5. POSITION TITLE: Human Resources Specialist**
- 6. MARKET VALUE: Salary starts from \$34,850 - \$54,004 equivalent to FSN-11**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy Phnom Penh.  
Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds and successful performance.
- 8. PLACE OF PERFORMANCE: USAID/Cambodia – Phnom Penh, Cambodia** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:**
  1. This position is open to All Interested Offerors. ALL OFFERORS MUST HAVE THE REQUIRED CITIZENSHIP, WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
  2. Current employees serving a probationary period are not eligible to apply.
  3. Current employees with unsatisfactory performance are not eligible to apply.
  4. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.
- 10. SECURITY LEVEL REQUIRED:** Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

## 11. STATEMENT OF DUTIES

### 1. General Statement of Purpose of the Contract

The HR Specialist serves as the recognized expert in the field of Human Resources Management and performs a broad and complex range of duties and responsibilities. S/he is responsible for personnel actions for FSNPSC, USDH, USPSC and TCNPSC positions assigned to USAID/Cambodia. This includes such functions as workforce planning/analysis, position classification/job evaluation, recruitment, contract management, budget formulation, performance management, in/out processing, and orientation of all Mission personnel. The incumbent negotiates and issues personal service contracts and contract amendments, personnel actions, employee benefits, manages performance evaluations, USAID incentive awards program, and coordinates the mission's training plan.

Additional responsibilities include policy formulation, implementation, data collection and analysis, consultative, monitoring, and advisory functions related to personnel policies and programs. The incumbent is responsible for managing and directing an effective and efficient personnel program for the mission and performs full range of Personnel management functions at post. The incumbent advises the Executive Officer and/or Mission Director on a wide variety of personnel issues to include disciplinary matters, interpretation and applications of rules and regulations, obtaining waivers to standard regulations, classification appeals, updating or developing new internal regulations (Mission Orders/Notices).

The incumbent provides expert advice to the EXO and Office Directors on the organizational structure and human resources implications of developmental program objectives. Their advice is considered authoritative and often relied upon by Mission Leadership as the basis for decision-making. The incumbent's judgment and input are relied upon for Mission reporting and policy decisions.

### 2. Statement of Duties to be Performed

#### **Position Classification/Recruitment/Contract Management for FSNPSC, US/TCN PSC and EFM**

**35%**

Manages and supervises FSN position classification. The incumbent determines and recommends classification of FSN, USPSC (local/offshore, short/long term, OE/Program funded hires) and TCN's positions. Serves as the expert on classifications for FSN positions according to the classification methodology (CAJE). The incumbent reviews position descriptions (PDs) to ensure that they reflect accuracy in duties and responsibilities, reviews Job Discussion Help Sheets; conducts interview and desk audit for each position; recommends revision on PDs; evaluates FSN positions in accordance to classification guides and requirement of the classification guidelines. Provides advice on FSN position management and resolves classification issues. Assists in reviewing and classifying USPSC positions according to current Acquisition & Assistance Policy Directives. Also in charge of classifying USPSC's positions for final approval of the Executive Officer.

In accordance with ADS 309, manages US/TCN PSC positions from planning/pre-solicitation phase, solicitation, recruitment/evaluation/pre-award documents, award

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documents/PSC contracts and through the entire post award/close-out process. Ensures the process is transparent and competitive and that contracting regulations are adhered to. Works with HCTM on approval documents, memos and required clearances. Reviews scope of work, request package, estimated budget and requisition. Develops and prepares solicitation and GLAAS action. Reviews, issues and posts in beta.SAM.gov. Reviews application packages and works with Technical Evaluation Committee (TEC) through the entire evaluation and recruitment process. Prepares documents, instructions, and reference checks. Responsible for conducting salary negotiations based on Agency regulations, prepares the negotiation plan and obtains required pre-employment clearances. Develops and prepares GLAAS/contract with the appropriate clauses, negotiation memorandum and checks SAM and OFAC list.

Manages and supervises FSNPSC and EFM positions. Ensures the process is transparent and competitive and that contracting regulations are adhered to. Reviews and clears on Modified Acquisition and Assistance Request Document (MAARD). Develops, reviews and prepares estimated budget and solicitation. Supervises and coordinates on Electronic Recruitment Application (ERA). Manages and supervises the entire FSN recruitment process. Reviews selection memorandum, negotiation of memorandum and supervises salary negotiation with newly recruited staff. Supervises and manages personal service contracts, contract amendments, master funding documents and issuance personnel actions. Alerts and informs the EXO and Mission Leadership about local conditions for recruitment, selection and retention.

Assists and monitors in/out processing of USDH, USPSC and FSN staff. Corresponds with newly assigned American personnel and HCTM to manage and coordinate assignment preparation, provide welcome information and fund cites. Prepares all welcome, arrival and departure cables, home leave cables, shorten and/or extend tours of duty.

Monitors grade/step of USDH/USPSC and notify OFM for processing allowances. Coordinates with the Embassy regarding HR issues, compensation survey questionnaires, FSN Handbook and Compensation Plan. Provides advice to USAID grantees regarding FSN benefits and compensation plan. Provides advice to EXO on local labor law as needed. Provides FSN career counseling service and coordinates with EXO on mentoring program as needed.

**Workforce analysis/Staffing Pattern/OPS/PPM/Capital Security Cost Sharing 20%**

Conducts workforce analysis to identify trends and recommends ways to ensure ways the maximum effective use of personnel. Works with HCTM to ensure the accuracy of the staffing pattern, timely addition/deletion of USDH positions, length of tour, and follow up on individual assignments. Assists the Executive Officer in preparing NSDD-38 and Overseas Position Evaluation Form (OPEF). Ensures the appropriate documentation/approval memo is prepared to establish new positions, as well as maintain and extend positions, as required. Is responsible for initiating and completing the NSDD 38 request process to establish new USDH and USPSC offshore positions. S/he prepares the cable response for approval by the Management Counselor and Ambassador and ensures accuracy of all information contained in the cable.

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Responsible for accuracy of staffing information, workforce analysis and reporting actions of WebPASS, Oversea Personnel System (OPS), Post Position Management (PPM) and Capital Security Cost Sharing (CSCS), Monthly Workforce Data Calls, Program Funded IT Cost Recovery Tasker, ICASS Workload Counts, Staffing requests and taskers, PSC - Pipeline Report and Mission Resource Management Chart and staffing numbers. Performs analysis on specific and specialized personnel functions, researches regulations to draw logical conclusions, explores other alternatives to meet complex situations and presents opinions and recommendations for final executive action. He/she also directs and conducts manpower and organizational studies proposals as requested.

**Training Coordinator and Staff Development Training****10%**

Takes the lead in organizing the Mission's annual training and keeps the EXO informed. Develops and implements the Mission's Annual Training Plan. Serves as a member of the Mission's Training Committee and has primary responsibility for providing technical guidance on policies and procedures, and for ensuring equitable distribution of training opportunities consistent with Agency training requirements. Serves as the training coordinator for the mission. Provides guidance to mission staff regarding required and pre-requisite courses. Prepares, reviews and updates the Training Mission Order as necessary. Supervises the host training for the region and consultancy projects as needed.

Coordinates with Regional Legal Advisor (RLA) in arranging and preparing for the Agency's annual mandatory Ethics Training Program and ensuring timely submission of Quarterly Ethics Report Compliance for OGE-450/278 filers.

**Mission Awards Program Management****10%**

Manages awards program for USAID, advises Mission management on awards requirements and procedures, ensures award nominations are processed in a timely manner and in compliance with regulations. Provides expert advice and guidance to Mission Management and supervisory personnel to facilitate the preparation and processing of Award Nomination.

**Employee Performance Management Program for FSNPSC, US/TCN PSC and USDH****15%**

Supervises and manages the operations of the Merit Based Compensation system, annual performance cycle, mid-year discussion, MBC Pool coordination and End-of-Year performance evaluation submissions for the Mission. Provides guidance to the Rating Officials and employees to complete the Employee Performance Reports (EPR), interim evaluations, and probationary review. Follows up on the timely receipt of the evaluation ensuring it is properly signed and completed. Reviews and prepares MBC Reward calculations, ensures funds availability, processes and submits payment on schedule. Provides advice and guidance on complex performance evaluation situations. Interprets performance management policy for Merit Based Compensation (MBC).

Manages the process of performance evaluation for US/TCN PSC. Keeps abreast of the latest regulations on Foreign Service and Senior Foreign Service Performance Management & Development Programs. Ensures Appraisal Input Forms are prepared for departing

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employees. Assists EXO with Performance Management Program as necessary.

Provides guidance, counsel and assistance to employees in all matters regarding issues of discipline, conduct, grievance, performance appraisal, appeal, employee development, compensation, retirement, and awards, as necessary.

### **Post award/close-out**

**10%**

Reviews completed contract files to determine that all contractual actions are satisfied and that there are no pending administrative actions to be resolved. Ensures timely close-out of expired contracts and determines when contracts are ready to be closed. Coordinates de-obligation of excess funds with the FMO, and disposes the files in accordance with established timeframes, regulations, and policies. Performs contract closeout procedures for Contracting Officer's review and approval.

**3. Supervisory Relationship:** The position supervises one Human Resources Assistant.

**4. Supervisory Controls:** The position reports to the Executive Officer.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- **Education:** A bachelor's degree in Business Administration, Human Resources Management, Public Administration, Management, English, Education, or other related field.
- **Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in the specialized field of Human Resource Management, contract management, position classification and/or performance management. A minimum of two (2) years of U.S. Government experience in Human Resources or related field required.
- **Language Proficiency:** Level IV (fluent) speaking, reading, and writing of English and Khmer are required. (This may be tested)
- **Job Knowledge:** A comprehensive knowledge of host-country labor laws, as well as prevailing personnel management customs and practices as they apply to recruitment, compensation, retirement, employment benefits and staff development and other issues with Human Resources Management. A strong understanding of financial management specifically related to salary negotiations, employment contract budgets and acquisition related to the procurement of personal services contracting.
- **Skills and Abilities:** Managerial experience, ability to lead, train, supervise and work independently with minimal supervision or guidance is required. Excellent organizational skills are required to manage several competing tasks. Confidentiality, tact and diplomacy are also required. Strong interpersonal and communication skills are required to work with Mission employees in the provision of HR services to a diverse

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and often demanding client population under sometimes challenging conditions with time limitations. Customer focused. Ability to analyze, conceptualize, negotiate, exercise sound judgment. Demonstrated proficiency in using word processing, spreadsheet software, and database management. (This may be tested)

### III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Upon closing of the solicitation, a committee will convene to review the applications. Applicants who meet the education, experience and language proficiency requirements will be scored and ranked based on the following selection factors:

- **Education (10 points)**
- **Prior Work Experience (30 points)**
- **Job Knowledge (30 points)**
- **Skills and Abilities (30 points)**

Candidates whose qualifications exceed the minimum criteria may receive additional points for those respective selection factors. Such qualifications must be relevant to the selection factors provided in this solicitation.

The Contracting Officer reserves the right to establish a competitive range. Those applicants determined to be competitively ranked will be invited to participate in an interview.

The Contracting Officer will conduct reference checks on the selected candidate. Findings will be considered as part of the responsibility determination but are not a technical evaluation criterion.

### IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to submit a complete online application with all required supporting documents by the deadline of each vacancy. **Failure to do so may result in a determination that the applicants are not eligible and qualified.**

To apply for this position click the “Apply to This Vacancy” button located at the top of this announcement. For more information on how to apply, visit the Mission internet site (<https://kh.usembassy.gov/embassy/jobs/u-s-embassy-job-vacancies/>).

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Note: Candidates must first create a user account in order to log in, apply for the position and submit the application.

2. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Office (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate employment forms.

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with the U.S. Embassy Phnom Penh Local Compensation Plan.

**VII. TAXES**

In accordance with the U.S. Embassy Phnom Penh Local Compensation Plan.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described by the illustrative table (no information required for offer submission):

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at ward after negotiations with contractor_
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3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>